most jobs are found thru networking. It is an excellent way to connect with public health professionals in a field you are interested in learning more about. start networking early in your mph program –it does not have to be scary. Informational interviewing, by email, is the simplest way to start networking! Follow these 3 easy steps!

**Step One: THE INTRODUCTORY EMAIL**

Find a local public health professional you want to meet – and craft an introductory email. here is an e-mail template you might like to use.

TIP: keep it short! Keep it specific. 3-4 paragraphs at most. The purpose of this email is to explain how you found them, why they caught your interest, and what you’d like to discuss with them, without overloading them with too much information.

**TIP**: Share what you have in common right up front. A passion for a certain population? A long-term interest in a sector within public health? A mutual friend /acquaintance who suggested you connect based on your shared interest? Make them comfortable, give them a reason to keep reading.

Dear [first name of desired contact],

My name is (insert full name), and I’m a (second year?) graduate student earning my Master’s Degree in Public Health, at the University of New England.

I’m reaching out because I came across your information in my search of professionals who work in (insert field) or at (insert name of organization). I am hoping you might have time for an informational interview so I can learn more about how you got started in this field, and your career journey. Would it be possible for us to find a time to speak by phone for 20 – 30 minutes?

**Do your research**

I would be happy to send you more information about myself, or what I am currently doing at the University of New England’s Graduate Program in Public Health (MPH program).   I’m very flexible, and even just 15 minutes of your time would be invaluable to me, and greatly appreciated.

Thanks for considering my request, and I look forward to hearing from you soon!

**TIP: Be very accommodating and flexible. Meet their schedule. Offer an option for a quick phone call in case they cannot commit to an in person meeting***.*

Sincerely,

your name

**TIP**: Don’t ask “Are you hiring?” Or anything that makes it sound like you are asking for an interview. Keep this all about learning. Don’t make the contact feel that you are looking for something they can’t give you. That could very well lead to no response.

**Step Two:** **FOLLOW-UP BY E-MAIL**

if you do not hear back, and 10 days - 2 weeks have passed, it is ok to follow up one more time. it could be that the person just got busy. here is a template you can adapt.

Hello [first name],

I hope your week is going well. I wanted to follow up with you to see if you’d be interested in speaking with me. I would be thrilled to learn more about [the reason you stated you were interested in meeting them in the first email].

 I’d be more than happy to speak with you whenever is most convenient for you. However, I completely understand if you are too busy - if your schedule does not permit - I completely understand.

**TIP** Be sure to also include the previous email beneath your follow-up email to make it easy for them to refer back to it in case they missed it the first time. If you don’t hear back after sending the follow-up email, drop it and move on. There are plenty of other contacts to reach! Don’t get discouraged!

Many thanks,

your name

**Step Three**: **SCHEDULE THE MEETING**

If you hear back from the individual, well done!

Once someone has offered to speak with you, limit your next email to the logistics. You can adopt this template:

Hi [first name],

TIP Don’t get into any of the topics you’re planning to discuss face-to-face or by phone. Save all that for when you speak with them.

So great to hear from you! I would be thrilled to speak at the time you provided – 3 Pm next Tuesday the 12th is perfect. I will call you at the number you provided.

Looking forward to speaking next week.

OK, you are ready for the next step! Get ready to conduct the Informational Interview. Take a look through the “Informational Interview How To Guide” and get ready for your next step**!**

Sincerely,

Your Name

After the interview, don’t forget to send a thank you note within 24 hours. Here is a template you can adapt:

Subject: Thank You

Dear (insert first name),

It was a pleasure speaking with you earlier today. I appreciate your willingness to take the time out of your busy schedule to offer me valuable insight about entering the XXXX field. I learned so much from our conversation, and I will definitely follow your suggestion to XXXX and XXXX. In addition, thank you for connecting me with XXX. I will reach out to them immediately.

Thank you for your advice and time, (*insert first name)*. It was a pleasure!

TIP: Perhaps your interviewee gave you a couple of names to network with, (and permission to use their name in your outreach to them). Or maybe they had some thoughts on possible internships/practicums. Follow up right away on all leads! Repeat the 3 step process and customize it to the next situation.

Sincerely,

Your name